



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** ASSESSOR-COUNTY CLERK-  
RECORDER-ELECTIONS

**File #:** 20-881

Board Meeting Date: 11/17/2020

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Mark Church, Assessor-County Clerk-Recorder and Chief Elections Officer

**Subject:** Agreement with TSN Solutions, Inc. to Provide the Services of Mr. David Joffe to Work on the APAS Project

### **RECOMMENDATION:**

Adopt a resolution authorizing an agreement with TSN Solutions, Inc. for the services of David Joffe as a Data Conversion Analyst Lead, for the term of November 20, 2020 through September 20, 2022, for an amount not to exceed \$546,345 for the Assessor Property Assessment System (APAS) Project.

### **BACKGROUND:**

At the core of the business operations of the Assessor-County Clerk-Recorder & Elections' (ACRE) Appraisal Services Division is a digital data management system which stores and processes data relating to the ownership, characteristics, and appraisal values of all taxable properties in the County. This Board at its December 11, 2018 meeting approved the APAS Project (Resolution #076320) to replace the Assessor's legacy data management system. Additionally, this Board approved a 3 to 3 1/2 year contract with Sapient Corporation to develop the APAS Solution.

The APAS Project Staffing Cost budget includes seven (7) - contractors to fill project-specific technical roles as laid out in the APAS project. The expertise required of these contractors cannot be filled from the County's current IT staff and the positions will be eliminated at the end of the APAS project. The contractor positions are project-specific and will span 18-24 months as identified in the APAS project plan and approved budget. The positions will be onboarded and phased in and out over the life of the APAS development project.

### **DISCUSSION:**

The APAS project is a multi-year system development project that requires a stable and experienced project team. Each team member will gain invaluable experience and knowledge about the Assessor Department business requirements and operations and how they should be integrated into the APAS project. Therefore, it is important that the contractors hired for the APAS project possess specific

skills and experience to fulfill the positions described in the APAS project and remain throughout the duration of the assigned project phase.

ACRE will use a minimum of three (3) IT contingency staffing vendors from the Information Services Division (ISD) approved Contingency Staffing vendor list (BOS Resolution #075941 June 19, 2018). The three vendors are: AgreeYa Solutions, Inc.; Genuent Global LLC; and Triune Infomatics, Inc., and if appropriate additional vendors as identified. For each contractor position identified in the APAS project, ACRE submits job specifications to a minimum of three vendors to request candidates and quotes for the contractor positions. The vendors then submit qualified candidates to ACRE and the APAS project team leadership evaluates the candidate's skills and experience. ACRE staff then interviews and selects the most qualified candidates to support the APAS project.

The APAS project team has completed the first phase of the project, the Definition Phase, and is currently working on the implementation of the APAS project in multiple build phases. These phases require ACRE to begin recruiting/onboarding the seven (7) contractor positions as outlined in the APAS project plan.

To ensure that the needed contractor resources are hired in a timely manner to fulfill ACRE's contractual obligations under BOS Resolution # 076320 dated December 11, 2018 and amended by BOS Resolution # 077335 dated April 7, 2020, it is recommended that the attached agreement with TSN Solutions, Inc be authorized.

Four vendors TSN Solutions, Inc, Genuent Global LLC, Triune Infomatics, Inc., and AgreeYa Solutions Inc. submitted candidates for consideration. In total 13 candidates were evaluated for the Data Conversion Analyst Lead position. The top four candidates were interviewed, and two candidates were elevated for the final interview. TSN Solutions, Inc. candidate David Joffe was selected for the position.

**FISCAL IMPACT:**

The term of the agreement is November 20, 2020 through September 20, 2022. Appropriations to cover the costs of this agreement are included in ACRE's FY 2020-21 Adopted Budget and will be included in future budgets. These costs will be fully funded by a transfer from Non-Departmental Services.